

Fire extinguishers are one of the most effective tools for stopping small fires before they grow out of control. With the right training and access to working equipment, employees can often contain a fire until professional help arrives. [Choosing and Using Fire Extinguishers](#) correctly is essential to ensuring small fires can be controlled quickly and safely. The following tips will help you manage fire extinguishers at your facility.

1

Placement and Accessibility. Place fire extinguishers where they're easy to reach and near fire risks—such as vehicles, kitchens, mechanical rooms, and electrical or combustible hazards. In larger buildings, install them on each floor, in hallways, and along evacuation routes.

2

Training and Proper Use. Your local fire department can provide training to help employees feel confident in using fire extinguishers. Remember the acronym PASS: Pull, Aim, Squeeze, and Sweep. Alternatively, you can watch the [Take a Lesson in Fire Extinguisher Training](#) video for guidance.

3

Inspection. The National Fire Protection Association (NFPA) recommends fire extinguishers be inspected monthly. This inspection should include checking that the extinguisher is fully charged, in its designated location, is easily accessible, and shows no signs of damage.

4

Maintenance Ensure maintenance is conducted by a qualified extinguisher inspector. Recharge or replace extinguishers immediately after each use to ensure they are ready for future emergencies.

5

Recordkeeping. Maintain records of monthly inspections by attaching a tag or label to the extinguisher, documenting it on paper, or keeping electronic records. Ensure that you record the month and year of each inspection, along with the name of the person conducting the inspection.



LEARN MORE WITH THESE ADDITIONAL RESOURCES:

- NFPA: [Guide to Fire Extinguisher Inspection, Testing, and Maintenance](#)
- [Training Video Now](#): "Hospitality OSHA 7: Fire Extinguisher Training" and "Office Fire Prevention and Response"
- Texas Department of Insurance: [Workplace Safety Videos](#)-Fire Safety-Extinguishers.